

Commonwealth of Kentucky Personnel Cabinet

Web Enrollment System



Open Enrollment

- 2007 Open Enrollment will be conducted on the Web.
- Paper Health Insurance Applications will be sent back to the Insurance Coordinator. The exception is LRS & JRS.
- The Web will be open to Insurance Coordinators an additional 2 weeks after Open Enrollment for keying of paper Health Insurance Applications.

Open Enrollment

- Passwords will be mailed to the employee's homes.
- Web Enrollment Directions are in the 2007 Health Insurance Handbook. They are also online. As the Web Enrollment System changes, the online directions will be updated.
- Additional information in the web handout. Please review it.



Open Enrollment

NOT ELIGIBLE FOR WEB ENROLLMENT:

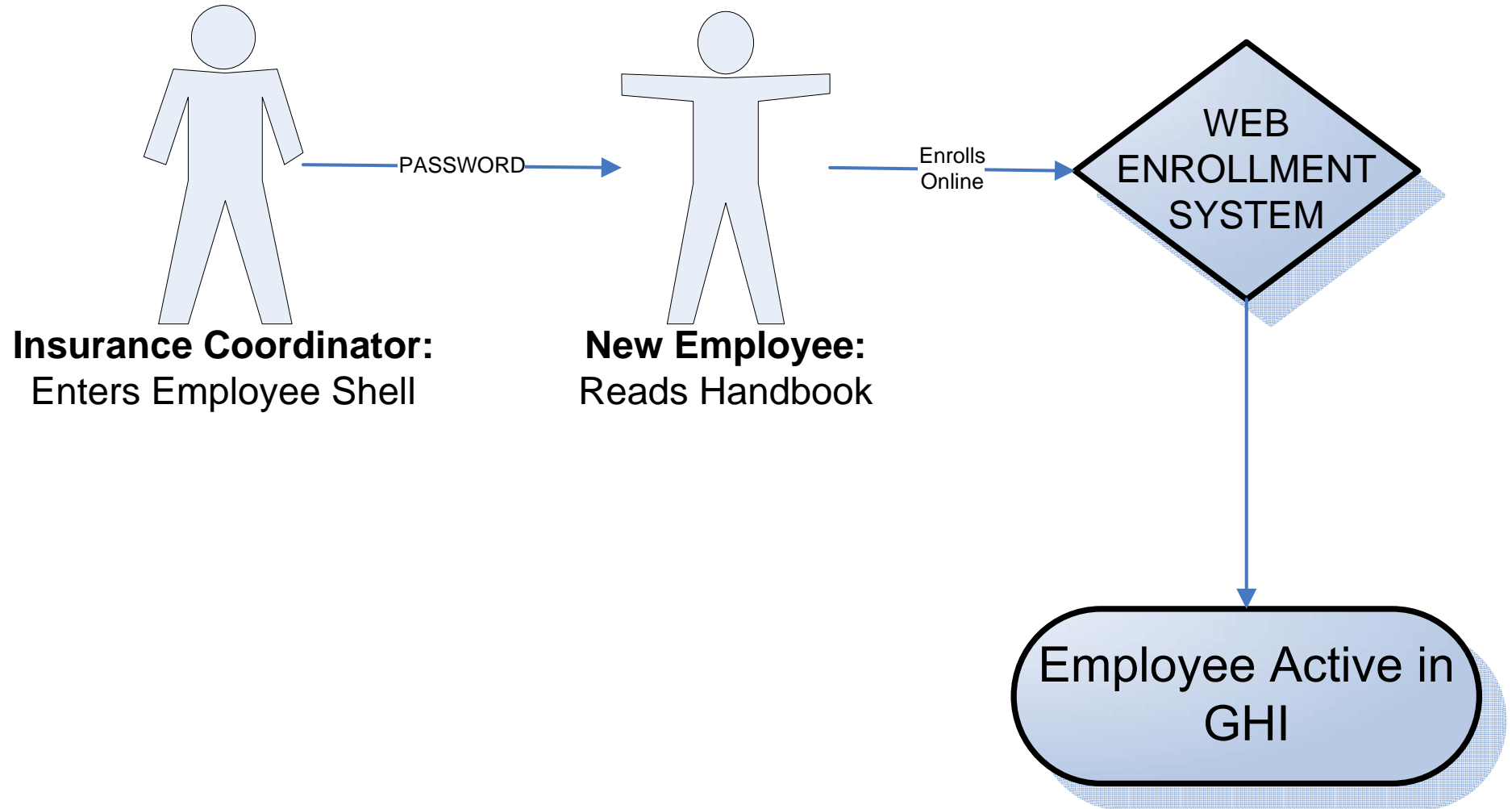
- KRS/KTRS retirees
- LRS & JRS retirees
- Any active employee who is also a KRS or KTRS retiree (must fill out a paper Health Insurance Application with active company)
- Anyone who cross-references with a KRS/KTRS retiree.

During the Plan Year

- Employees may submit paper Health Insurance Applications OR enroll online!
- Employees may also update their addresses online!
- Insurance Coordinators have more functionality now:
 - Add new employees
 - Terminate employees
 - Update employee addresses



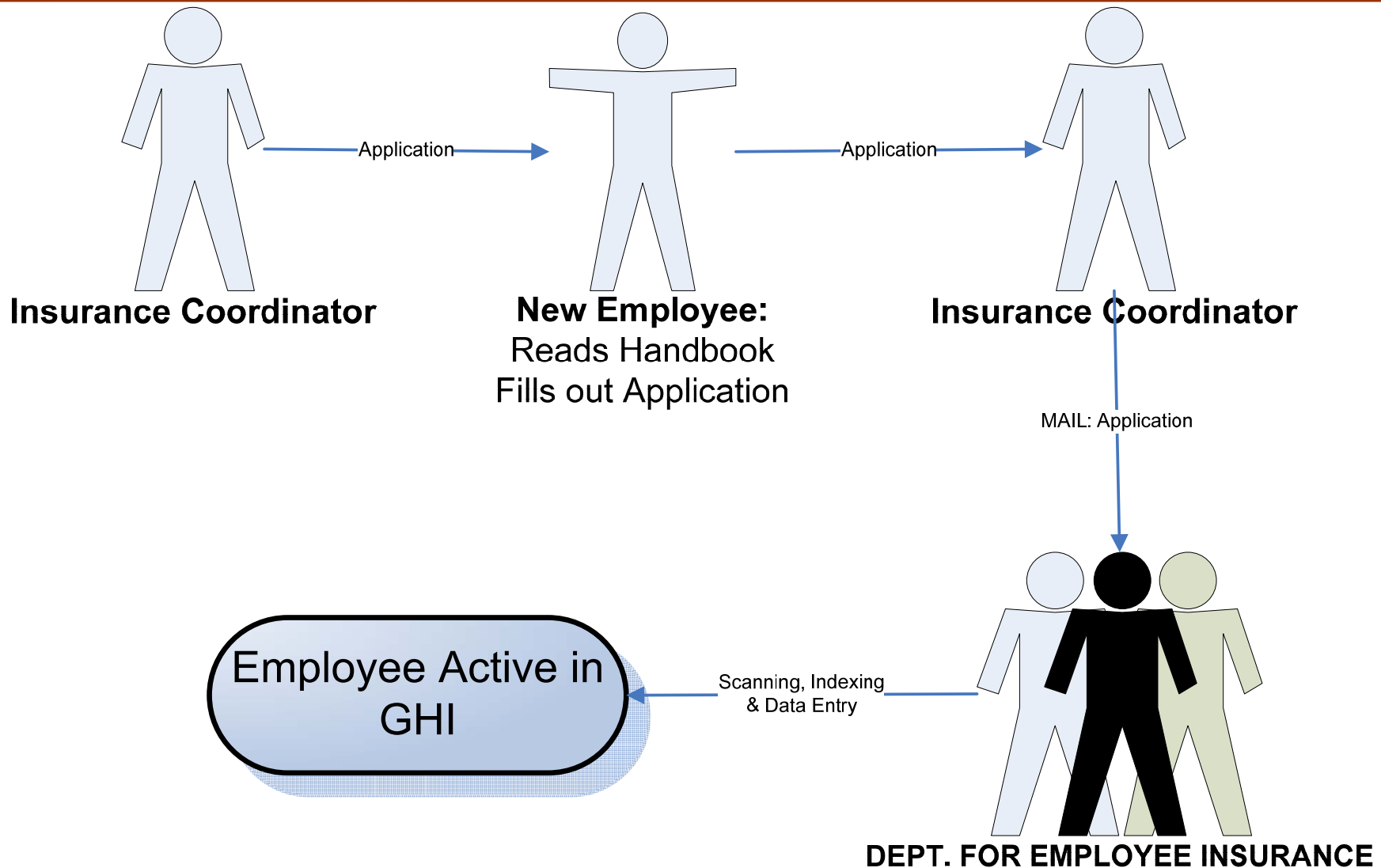
During the Plan Year



The new “fast” way...



During the Plan Year



The old “long” way...

DEPT. FOR EMPLOYEE INSURANCE



During the Plan Year



Your KEHP Online Access

Welcome

Welcome to Your KEHP Online Web Enrollment System. You can now use this healthcare tool for several purposes:

- If you are an employee:
 - Change your address and telephone number.
 - View your current health care coverage and any dependents you may have enrolled. If you participate in the Commonwealth Choice FSA plans, you may also view your FSA elections.
 - If you are a new employee, you may enroll for health insurance and, if available to you, the Commonwealth Choice FSA plans.
- If you are an Insurance Coordinator:
 - Add basic information for a new employee, allowing him or her to enroll.
 - Enter employee terminations so that benefits will be terminated.
 - View information for your members by utilizing the Company Statistics module.

If you have:

- Benefit questions, contact your Insurance Coordinator or call the Member Services Branch at 888-581-8834 between 7:30 AM EDT and 5:00 PM EDT Monday through Friday.
- Technical questions regarding this web site, contact the Help Desk at 502-573-1700 between 7:30 AM EDT and 5:00 PM EDT Monday through Friday.

[Continue](#)



[Internet Explorer Browser](#)



[Netscape Browser](#)



During the Plan Year

Administrative Options

How do you want to proceed?



My Benefits



IG Functions



Reset an Account



Company Statistics

During the Plan Year

IC Functions

1. View Employee Elections
2. Change Employee Elections
3. Add a New Employee
4. Terminate Employee
5. Done



During the Plan Year

Add New Employee

Please enter the NEW EMPLOYEE's information.

SSN:

#####

Name:

Last

First

MI

Date of Birth:

MM/DD/YYYY

Company:



Hire Date:

MM/DD/YYYY



During the Plan Year

Member Main Menu

1. Health Insurance or Waive
2. Commonwealth Choice FSAs
3. Enrollment Complete

If you choose to go through the enrollment process multiple times during your enrollment period, you must re-elect all elections each time you go through the process.

Reminder: Keep your confirmation printout as proof of enrollment.



During the Plan Year

Termination of Employment

Please enter the **Social Security Number** of the employee who has terminated employment and click "Find".

Once the employee information appears, enter the "Employment Termination Date" and click "Calculate Termination"

NOTE - A termination due to Leave or Transfer cannot be entered online and must be sent to the Department for Employee Insurance on an Update Form.

SSN:

Name:	MOUSE, MICKEY
Date of Birth:	1/1/1970
Company:	55794 - DEPT FOR EMPLOYEE INSURANCE
Employment Termination Date:	<input type="text" value="08/16/2006"/>
<input type="button" value="Calculate Termination(s)"/> <input type="button" value="Clear"/>	

The calculated coverage termdate for employee is:

Health Insurance: 9/30/06

Flexible Spending Account (if applicable): 8/16/06

Clicking SAVE will apply the above termination information.



During the Plan Year

Enrollment Statistics for Company Reporting

Total Plans Found:	2	View Details
Enrolled:	2	
- Single	1	View Details
- Couple	0	View Details
- Parent Plus	0	View Details
- Family	0	View Details
- Waive	1	View Details
- XRef	0	View Details
- HC FSA	2	View Details
- DC FSA	0	View Details
Not Enrolled:	0	View Details

Complete

New Search



During the Plan Year

Account Reset

Insure that you are resetting the Password for the correct individual, note the New Password shown below, and click **RESET** to enable the account for future use. If you do not want to reset the Password for this individual, click **CANCEL**.

Note the password and click RESET to enable the account for future use or click CANCEL to abort.

SSN:

Name: MOUSE MICKEY

Date of Birth: 1/1/1970

Status: Not locked

Old Password: MO070767

New Password: **MO630840**

